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Chapter 17

Simplified-Reporting Procedures for All Households

1700 Simplified Reporting

Simplified reporting is a term used to describe the limited reporting requirements for all households receiving food assistance benefits.

Six-month reporting is a term used to describe those simplified reporting households who are required to submit a report form during the sixth month of the certification period.

All households are assigned a 12-month certification period (unless ineligibility can be predicted with reasonable certainty based on information provided at the certification interview)

Reporting Requirements

1. All households are required to report when their income exceeds 130% of the poverty level for their household size. Do not consider ineligible or disqualified persons in determining the household size for reporting purposes.
2. Households containing an ABAWD, exempt from the time-limits only because he or she meets the 20 hour/week work requirement (80 hours a month) must report when that person's work hours fall below 20 hours per week.

Households must report required changes by the 10th day of the month after the month during which the change occurred.

Households with no earned income and all adult household members are elderly or disabled have no additional required reporting requirements during their assigned certification period. Eligibility and benefit level for the entire certification period are determined prospectively based on the best information available at the time of certification to anticipate for the entire certification period.

All other households are subject to six-month reporting. They are sent a computer generated six-month report form, which must be completed and returned by the specified filing date in order to continue receiving benefits, if eligible. Eligibility and benefit levels for the first six months of the certification period are determined prospectively, based on the best information available at the time of certification to anticipate for the first six months of the certification period. Eligibility and benefit level for the last six months of the certification period are determined prospectively based on information reported on the six month report form to anticipate for the remaining six months of the certification period.

All households must be provided with information at certification to advise them of their gross income limits for reporting purposes.

No other changes must be reported by households during their certification period, except for those changes required on the six month report form.

If a household voluntarily reports a change, the change will only be acted on if the change will result in an increase in the household's benefits.

1701 Information to be Provided to Clients subject to Six-Month Reporting

A household will be placed on six-month reporting at application, recertification, and when changes occur. The caseworker must explain six-month reporting requirements as stated in [Section 1700](#) of this chapter and provide the household with the following information:

1. Household will be certified for 12 months and will be required to submit a complete six-month report form in the sixth month of the certification period.
2. The six-month report form will be mailed to the household in the month (fifth month) before the report is due.
3. Provide a copy of the six-month report form and “Six Month Reporting Requirements for Certain Food Assistance Households” handout.
4. An explanation about how to complete the form and when to return it.
5. An explanation about what must be reported and the verification needed to process the form.
6. An explanation that assistance in completing the form will be provided by the county department if the household requests assistance.
7. The telephone number the household may call to ask questions or obtain help in completing the six month report.
8. Failure to return the completed form and provide the required verification will result in case closure.

A currently certified household that becomes subject to six-month reporting during the certification period must be notified of the fact that the household is required to six-month report and given an opportunity to come into the office for an oral explanation. Failure to come into the office does not relieve the household of the requirements or responsibilities for six-month reporting.

1702 Information Provided to Elderly/Disabled Households

Households with no earned income and all adult household members are elderly or disabled will not be required to complete a six-month report. At certification these households must be given an explanation of simplified reporting. Provide these households with a copy of the “Simplified Reporting” handout.

1703 Six-Month Report Form

Six-month reporting households are sent a six month report form during the fifth month (report month) of the certification period to be completed and returned between the first and tenth of the sixth month (processing month) of the certification period. The six month report form is generated and mailed by the automated system around the 15th of the report month. The form may be submitted to the county office in person, by mail, or through electronic transmission (fax). Households who report non-receipt of the form may have another form computer generated upon

authorization by the worker on the SR universe screen on SCI-II. Manual six-month report forms may be given to households as needed in the county office.

If the six month report form is not received by the 10th day of the processing month, an automated notice is generated on the 15th of the processing month and mailed to the household to inform the household that its benefits will be terminated if the completed form is not received by the last day of the processing month.

Once the case closes at the end of the month for failure to six-month report, the household will receive another automated notice informing the household that the case is closed due to failure of the household to six-month report.

The following is a chart that shows the six-month reporting cycle for all households required to file a six month report based on the beginning of the certification period.

IF YOUR CERTIFICATION PERIOD BEGINS:	YOU WILL RECEIVE A REPORT IN:	YOU MUST RETURN REPORT BY THE 10TH:
JANUARY	MAY	JUNE
FEBRUARY	JUNE	JULY
MARCH	JULY	AUGUST
APRIL	AUGUST	SEPTEMBER
MAY	SEPTEMBER	OCTOBER
JUNE	OCTOBER	NOVEMBER
JULY	NOVEMBER	DECEMBER
AUGUST	DECEMBER	JANUARY
SEPTEMBER	JANUARY	FEBRUARY
OCTOBER	FEBRUARY	MARCH
NOVEMBER	MARCH	APRIL
DECEMBER	APRIL	MAY

1. Report month is the month the household is mailed a six month report form and the month for which the household must report all income and household circumstances. (Fifth month of twelve month certification period.)
2. Processing month is the month the household must return the six month report and the month during which budget changes must be made for the last six months of the certification period. (Sixth month of 12 month certification period.)

1704 Required Actions on Six-Month Reports

A. Processing

Upon receipt of the form in the processing month, the eligibility worker shall have 10 days to determine if the form is complete or incomplete and return to the household if incomplete. If the

form is complete, the form shall be processed within the 10 days and the household shall be notified of the level of benefits for the last six months of the certification period, if eligible.

If the form is incomplete the eligibility worker shall return the form to the household within 10 days. The household shall then have 10 days to return the form to the county office with the necessary corrections and/or verification. The eligibility worker shall have another 10 days after the form is returned by the household to process the report and notify (automated notice) the household of the level of benefits for which the household is entitled for the last six months of the certification period, if eligible.

Anytime the form is returned to the county office in the processing month and is incomplete, the 10 day processing cycle starts again. The eligibility worker shall return the form within 10 days to the household. The household shall have 10 days to return the completed form with the necessary verification. The eligibility worker shall have another 10 days to process the form to completion and notify (automated notice) the household of the level of benefits for which the household is entitled for the last six months of the certification period, if eligible.

Some households may not submit the SR form for the first time until late in the processing month. If this occurs, the eligibility worker shall have 10 days to determine if the form is complete or incomplete. These 10 days may expire in the month following the processing month (seventh month). If the form is complete, the eligibility worker shall process the report and notify (automated notice) the household of benefits for which the household is entitled for the last six months of the certification period, if eligible. If processing is not completed by the end of the processing month, and the case is terminated, action will be taken to reopen without a new application.

If the form is received late in the processing month and is incomplete, the eligibility worker shall return the form to the household and allow the household 10 days to correct the form and provide necessary verification. If the household returns the form and it is complete, the eligibility worker shall process the report, reopen the case and notify (automated notice) the household of benefits for which the household is entitled for the last six months of the certification period, if eligible. When reopening, the original application date and certification period shall be used. Benefits will not be prorated.

If the form is still incomplete, no further action is required by the eligibility worker. The case has already closed at the end of the processing month for failure to SR. File the incomplete form in the case record. The household shall be advised to reapply.

If additional information is reported (outside SR) by the household in the processing month before the six-month report form is processed to completion, it should be looked at to determine if this information should be processed in conjunction with the six-month report. Review this information to determine if the change occurred in the report month. If not, this information should be acted on outside the six-month report. Send the household a request for verification (DHR/FSD 958), if verification is not provided when this additional information is reported. If verification is provided, the case worker should send a Notice of Adverse Action (10 day notice) to decrease benefits if the change causes a reduction of benefits. If the household fails to provide verification, the household should be sent a Notice of Adverse Action (10 day notice) to close to the case due to failure to provide verification.

If additional information is reported (outside SR) by the household in the processing month after the six-month report form has been processed to completion, this information should be looked at to determine if the change will cause a decrease or increase in the household's benefits. If the reported change will cause an increase in benefits, then the change should be processed. If the reported change will cause a decrease in benefits, then action should not be taken to process this change until recertification. A change to increase benefits should not be processed without verification.

When the last day of the month falls on a weekend or a holiday, those reports received in person, by mail, or fax the first workday after the final deadline will be considered as received prior to the deadline. If the form is complete the eligibility worker has 10 days to reopen the case. The case shall be reopened using the original application date and certification period. Benefits shall not be prorated.

If in the month following the month of termination, it is discovered/determined that the complete six-month report was received in the county office before the final deadline, but due to agency error it was not processed, the report will be processed and the case reopened without a new application. The original certification period will be retained in this situation. Benefits shall not be prorated. If such a discovery is made after that time, the household must complete a new application. Eligibility and benefit level for the new certification period will be determined following usual policy. The certification period assigned will be based on the new application date. The policy found in [Chapter 16](#) should be followed to determine the amount of any restoration of lost benefits the household is entitled due to agency error in processing the semi-annual report.

If a six-month reporting household, previously terminated, reapplies, and is determined eligible and again subject to six-month reporting, that household will be placed on six-month reporting effective with the beginning of the new certification period.

Benefits shall be denied or terminated at any time it is determined that the household is prospectively ineligible except as provided in Chapter 10, [Section 1000 C](#).

B. Notices

The following automated notices will be sent to six-month reporting households as appropriate.

1. Reminder/Termination Notice

This notice will be generated on the 15th and sent to all households who do not send in a six month report by the 10th of the processing month. This notice will inform households that they have not submitted a six month report and failure to do so by the last day of the month will result in termination.

A termination notice will be sent to those households who at the end of the processing month have not submitted a complete six month report. The notice will inform households that their cases have been closed for failure to six month report.

2. Notice of Action Notice

This notice will be generated daily as six month reports are processed, to notify the household of allotment changes or termination based on the information reported on the six month report.

This notice will be generated when the household voluntarily reports a change outside of the six month report which will increase benefits.

This notice will be generated when a notice of adverse action expires to terminate benefits or process a required change according to policy.

A manual Notice of Incomplete Six Month Report will be sent to the household when an incomplete six month report is received by the county office. The eligibility worker should not return the six month report form if it is complete except for required verification.

1705 Completion of Six-Month Report and Verification of Information on the Six-Month Report

The household must complete the six month report and provide verification of reported information according to policy. Upon receipt of the Six Month Report (or at recertification) the IEVS screens must be accessed to obtain the latest information available through IEVS. This information should be reviewed and compared with the information reported on the Six Month Report and the IEVS investigation update screen cleared after any needed investigations are completed.

Address Change

A household is required to report a change of address. If the household has moved, the new mailing address is required. Failure by the household to address this question constitutes an incomplete report.

Shelter Costs

A household should complete this section of the form only if the household has moved. If the household reports a move and does not provide verification of shelter costs, no shelter costs should be included in the budget effective the following month. Failure to verify shelter costs does not constitute an incomplete report subject to termination for failure to provide verification.

If the household addresses the questions regarding utility expenses, allow the appropriate utility deduction. Verification is not required for the SUA, BUA or telephone standard.

Change in Shelter/Household Did Not Move

When the household reports an increase in shelter expenses on the six-month report, and verification has not been received, the eligibility worker should request verification and allow the household 10 days to provide the requested verification. The household should be advised that benefits cannot be increased until the verification is provided. If the verification is not provided within 10 days, do not take action to increase benefits or close the food assistance case for failure to provide verification. Do not make a change in the shelter costs. Document the reason the reported change was not processed. No further action will be required until recertification.

When a household reports a decrease in shelter costs on the six-month report form, which results in a decrease in the allotment, and household fails to provide the verification, the change shall be made to decrease the shelter costs effective the following month.

Household Composition

The household must report the necessary information about household members who have moved out of or into the household. Failure by the household to address this question constitutes an incomplete report.

If a member moves out or into the household the appropriate section must be completed. Failure by the household to provide the additional information/verification to add a new member constitutes an incomplete report.

Students

The household must report the necessary information concerning members who are attending or no longer attending college, trade or technical school. Failure by the household to address this question and complete this section constitutes an incomplete report.

If a member of the household is a student, any additional information needed to determine student status or eligibility shall be handled and acted on outside of the six month report.

Liquid Resources

The household must report any liquid resources available. The information provided on the six month report form should be sufficient to make a determination of eligibility based on resources. Verification of the amount does not have to be provided unless questionable. For example, if the amount reported is near the \$2000 or \$3000 resource limit additional verification may be required. Any additional verification shall be handled and acted on outside the report. Failure by the household to answer this question constitutes an incomplete report. If the household does not have any liquid resources, it is not necessary that the household indicate this by listing zeroes or none.

If the household reports a new liquid resource, and additional information/ verification is needed, the report shall not be considered incomplete, but the information/verification should be requested through normal channels and handled as a change outside the six-month report.

Changes in Legally Obligated Child Support

The household must report and verify changes in the amount of legally obligated child support and when the obligation to pay child support ends, if the household receives a deduction for child support payments. This section must be completed when the household receiving a child support deduction has such a change. Failure to verify a change in the child support obligation does not constitute an incomplete report subject to termination for failure to provide verification. If the household reports a change and does not provide verification, no child support deduction should be included in the budget effective the following month.

Unearned Income

All countable unearned income received in the report month must be reported. If unearned income is not reported, the report shall be considered incomplete.

Failure to verify a change in unearned income does not constitute an incomplete report subject to termination for failure to provide verification, but should be handled in the following manner:

1. For unearned income information which can be verified through IEVS, such verification shall be used and the change made for the following month.
2. For unearned income information which cannot be verified through IEVS, the following applies:
 - a) If the household reports a change that results in an increase in the allotment, the change should not be made without verification. Notification should be sent to the household advising them of information/verification needed to make the change. If verification is later received, the change should be handled as a change reported off the six month report.
 - b) If the household reports a change that results in a decrease in the allotment, the change shall be made effective the following month.

Earned Income

1. All countable earned income received in the report month must be reported and verified. If earned income is not reported and verified, the report shall be considered incomplete.
2. The household must complete this section for any member that worked during the report month regardless of whether any income was received from this employment in the report month.
3. If applicable, the household must complete the section to include the name of any household member who was laid off, fired, quit, went on sick leave or retired from any job

since the last food assistance application. If verification of this information is not received, the report shall be considered incomplete.

4. If the household reports on the six month report form that a member has quit a job or voluntarily reduced work hours, any additional information needed to determine whether the quit was with or without good cause should be addressed outside of the report.

If the household fails to provide information/verification necessary to determine eligibility and/or benefit level for the next six months, the six month report should be considered incomplete.

If the household fails to provide information/verification that is needed, but this failure does not constitute an incomplete six month report subject to termination, the household should be notified of the information/verification needed using forms determined appropriate by the eligibility worker for the specific situation as found in the Forms for Eligibility handbook.

The household must complete, sign and date the form on the last day of the report month or after. If the household fails to sign or signs and dates the form before the last day of the report month or returns the form before the last day of the report month, the six month report form should be considered incomplete.

If the household reports information/verification considered questionable, the worker should determine the most appropriate way to resolve the issue and take appropriate action based on the individual case situation.

1706 Changes Reported During the Certification Period

The county office should react to the following changes when reported during the certification period. These reported changes and the action taken on these reported changes should be documented.

A. Household Reported Changes - Required Changes

1. Income Exceeds the Maximum Allowable (130 of Poverty)

The household must report this change by the 10th day of the month after the month during which this change occurs. If the reported income (earned and unearned) is representative of the income the household expects to receive ongoing, within 10 days the county office should send a notice of adverse action to close the case due to excessive income. If the reported income is not representative of the income the household expects to receive ongoing the case should remain open. The eligibility worker should document the case record concerning why this reported income is not representative.

For example: All check stubs for the month reported reflect overtime. The eligibility worker should discuss the overtime with the household to determine if the overtime will continue. If the overtime is not expected to continue, no change is due to be made in the budget.

2. ABAWD in a Non-Exempt County

If an ABAWD is eligible because he/she is working more than 20 hours weekly, the household must report the reduction of work hours to less than 20 hours a week by the 10th day of the month after the month during which this change occurs.

B. Non-Required Changes Voluntarily Reported By the Household

1. Increase in Benefits

For changes voluntarily reported by the household that increase benefits, the following actions should be taken:

- a) Document the reported change and the date of the report.
- b) Within 10 days determine the effect of the reported change on the household's eligibility and benefits.
- c) For a change which results in an increase in a household's benefits (other than the addition of a new household member or a decrease of \$50 or more in the household's gross income), the household is required to verify this change. When the change, **with the verification**, is received, the county department shall make the change no later than the first allotment available 10 days after the date the change was reported to the county department.

For example, a \$30 decrease in income reported on the 15th of May would increase the household's June allotment. If the same decrease was reported on May 28, and the household's availability date was on June 4, the household's allotment would have to be increased by July.

For changes which result in an increase in a household's benefits due to the addition of a new household member who is not a member of another certified household, or due to a decrease of \$50 or more in the household's gross monthly income, the county department shall make the change effective not later than the first allotment available 10 days after the date the change was reported. However, in no event shall the change take effect any later than the month following the month in which the change is reported.

If the change is reported too late in the month for the county department to adjust the following month's allotment, the county department shall issue a Supplementary Allotment in order for the household to obtain the increase in benefits by the 10th day of the following month, or the household's normal availability date, whichever is later.

For example, a household reporting a \$100 decrease in income at any time during May would have its June allotment increased. If the household reported the change after the 20th of May and it was too late for the county department to adjust the household's allotment normally available on June 4, the county department would issue a supplementary allotment for the amount of the increase by June 10.

- d) Without Verification- When the household reports a change which causes an increase in benefits, but does not provide verification with the change, the county department shall allow the household 10 days from the date the change is reported to provide verification. If the household provides verification within this period, the county department shall take the same action required as if the verification had accompanied the change when it was reported. Thus, the time frame for processing

the change shall run from the date the change was reported, not the date within the 10 days the verification was received.

If, however, the household fails to provide the required verification within 10 days after the change is reported, but does provide the verification at a later date, then the time frame for processing the change shall run from the date verification is provided rather than from the date the change is reported.

The date the change shall be effective is no later than the first allotment available 10 days after the date the verification was provided, except if the change is a new household member or a decrease of \$50 or more in the household's gross monthly income, the change shall be effective no later than the first allotment available 10 days after the date the verification was provided; however, in no event shall the change take effect any later than the month following the month in which the verification was provided. If necessary, a Supplementary Allotment shall be issued following the same procedures discussed earlier.

Until the verification of a change which causes an increase in benefits is provided, the household's benefits shall not be increased due to this change.

2. Decrease in Benefits

- a) Document the reported change and the date of the report.
- b) Do not act on this change if the reported change will decrease the household's benefits.
- c) Notify the household that the change was received but due to the effect (decrease in benefits) the reported change had on the household's benefits; the change will not be made.

A trial budget should be placed in the case file to indicate the effect of the change, if needed.

3. Other Changes

The following changes shall be acted on within 10 days. The household shall be sent a notice of adverse action if these reported changes will cause a decrease or termination of the household's benefits.

- a) Changes reported to and acted on for Family Assistance. Changes reported to the Family Assistance worker are considered known to the agency and must be acted on in accordance with the provisions in this chapter. The county department must ensure that information reported to either worker is transmitted between Family Assistance and Food Assistance units in a timely manner so that the appropriate changes can be made by the worker(s) responsible for each program area.
- b) The household's voluntary request for case termination: This request may be verbal or in writing. If the report is in the form of a written request adverse action notice is not due the household.
- c) Removal of a household member if the household member has applied for separate food assistance benefits or has moved into another participating food assistance case and should be added to that case.

- d) A change that results in no eligible individual in the home due to the institutionalization of all household members.
- e) A change that results in no eligible individual in the home due to the death of all household members (adverse action is not due the household).
- f) A change that is considered verified upon receipt. This is:

IEVS Information from:

- ❖ Unemployment Compensation Benefits from the Department of Industrial Relations (UCB)
- ❖ Social Security Benefits (BENDEX)
- ❖ SSI Benefits (SDX)

SAVE information from the Immigration and Naturalization Service upon requests to verify alien status.

Employment and training disqualifications, intentional program disqualifications (IPV's) and other disqualifications.

A change that is considered verified upon receipt means that information is not questionable; the provider is the primary source of the information. If the information is questionable, the information is not considered verified upon receipt and should not be acted upon.

- g) Changes reported to the eligibility worker by other DHR employees in their professional capacity that do not require contact with the household or others to be considered verified upon receipt, such as a report of a change in household composition due to removal of a child from the home by the protective service worker.
- h) Information received through IEVS from sources that is considered unverified upon receipt. Refer to policy in Chapter 2, [Section 205 I](#) for more information. This information shall be processed in conjunction with the six-month report if it is received after certification but before the household submits the six month report. Information received after the six month report has been processed, shall be handled/cleared at recertification.
- i) When unverified information, other than through IEVS, is received from a third party source such as Quality Control, front end investigations or an anonymous caller, take the following actions:
 - ❖ Determine if the information is a reportable change according to policy in [Section 1700](#). Act on the change in the following manner if the change is a required reportable change.
 - ❖ If the new information is different from what the household last reported, contact the household and allow the household the opportunity to resolve the discrepancy.
 - ❖ If this discrepancy can be resolved through a phone contact with the household, no further action is necessary.
 - ❖ If the eligibility worker cannot reach the household by phone (or if the household does not have a phone or message contact number), or the discrepancy was not resolved by phone conversation, determine whether additional information is needed or if verification is required. If additional information or verification is needed, send the household a Request for

Additional Information, PSD-BFA-958. Allow the household 10 days to provide the requested verification.

- ❖ If the household does not respond to the PSD-BFA-958, or does respond but refuses to provide sufficient information to clarify its circumstances, the county department must issue a notice of adverse action which terminates the case, explains the reasons for the action, and advises the household of the need to submit a new application if it wishes to continue participation in the program. If this information is not a required reportable change, do not react to the change. Document the reported change, date of the report and the reason the reported change was not processed.

1707 Changes Reported During the Certification Period that Change the Reporting Requirements

A. Simplified Reporting to Six-Month Reporting

1. Increase in Benefits

If a household in which all adult household members are elderly or disabled with no earned income, reports a change during the certification period that causes a change in reporting requirements and increase in benefits, the household should be notified of the change in reporting requirements within 10 days. See [Section 1701](#). This change is effective the month following the month the household is notified. The automated system must be updated promptly to reflect this change in reporting requirements.

If there are more than six months remaining in the certification period, the household should receive a six-month report form.

For example: A simplified reporting household is certified from February through January. The household reports a change in April which triggers six-month reporting. Notification is sent to the household in April advising the household that effective May their household is required to six-month report. An automated notice will be mailed to the household in June (report month) if the coding is changed to six-month before June 15.

If there are less than six months remaining in the certification period, the household will not receive a six month report form. Six month reporting requirements as stated in [Section 1700](#) will apply. The automated system must be updated promptly to reflect this change in reporting requirements.

Simplified reporting households, which include a child that will become an adult (turns 19) during the certification period, will remain a simplified reporting household during the certification period unless the household voluntarily reports a change during the certification period or the agency otherwise becomes aware of a change that will trigger six-month reporting. These cases will not have to be tracked due to age changes that would result in six-month reporting during the certification.

2. Decrease in Benefits

If a household reports a change during the certification period that causes a change in reporting requirements and a decrease in benefits the household should be notified of the change in reporting requirements within 10 days. See [Section 1701](#). The change in

reporting requirements will be effective the month following the month the household is notified. However, the decrease in benefits will not be effective until the six-month report is received or recertification, whichever is earlier. The automated system must be updated promptly to reflect this change in reporting requirements.

For example, a household in which all adult members are elderly or disabled with no earned income reported during the certification period that their 20 year-old son has moved into the home. He is working; his earnings will not cause the household to exceed the 130% of poverty level, but will cause a decrease in the household's allotment and the household to become six-month reporter. Within 10 days notify the household of the change in reporting requirements and update the automated system to reflect the change in reporting requirements. Do not include the son and his income until the six month report form is received or at recertification, whichever is earlier.

B. Six-Month Reporting to Simplified Reporting

1. Increase in Benefits

If a six-month reporting household reports a change during the certification period that causes a change in reporting requirements and an increase in benefits, the household should be notified of the change reporting requirements within 10 days. See [Section 1702](#). This change is effective the month following the month the household is notified. The automated system must be updated promptly to reflect this change in reporting requirements.

Six-month reporting households with members who become elderly (turn 60) during the certification period will remain in the six-month system until recertification unless the household voluntarily reports a change during the certification period or the agency otherwise becomes aware of a change that removes a household from six-month reporting prior to recertification. For example: A six-month reporting household with no earned income, whose only adult member becomes age 60 during the certification period. These particular cases will not have to be tracked due to the age change during the certification period.

For those households who no longer meet the six-month reporting criteria, the following actions shall be taken in addition to processing the change:

- a) The change in reporting requirements is effective the month following the month the household is notified.
- b) Within 10 days of the report, advise the household of the change in reporting requirements.
- c) Change the reporting status on SCI-II.

2. Decrease in Benefits

If a household reports a change during the certification period that causes a change in reporting requirements and a decrease in benefits the household should be notified of the change in reporting requirements within 10 days. See [Section 1702](#). The change in reporting requirements will be effective the month following the month the household is notified. However, the decrease in benefits will not be effective until recertification, whichever is earlier. The automated system must be updated promptly to reflect this change in reporting requirements.

1708 Fair Hearings

All households are entitled to fair hearings in accordance with [Chapter 15](#).

1709 Recertification of Simplified Reporting Households

Six-month reporting households, like all other households, are subject to the normal policy for recertification. All information needed to establish the allotment for the first six months of the new certification period will be obtained during the recertification interview and established timeframes for application processing.

Households with no earned income and all adult members are elderly or disabled will be given a twelve-month certification period. These households are only required to report changes once every 12 months. All information needed to establish the allotment for the new certification period will be obtained during the recertification interview and established timeframes for application processing.

1710 Determining Eligibility and Allotments

A household's eligibility for participation in the food assistance program is based on current and anticipated circumstances related to all factors of eligibility.

The policies in [Chapter 10](#) for determining resources [Section 1001](#) and deductions [Section 1003](#) apply to six-month and simplified reporting households.

In the six-month reporting system, the income is anticipated for the first six months of the certification period based on the information/verification provided by the household, as determined at the time of the interview to be most representative of the income the household reasonably anticipates receiving during the first six months.

After the first six months, the information/verification provided on the six month report is used to anticipate household circumstances for the remainder of the certification period. Earned and unearned income for the report month is used as the basis to anticipate income for the remainder of the certification period, taking into account any changes indicated by the client on the six month report form or otherwise known to the agency.

For households with no earned income and all adult members are elderly or disabled, income is anticipated for twelve months based on the information/verification provided by the household, as determined at the time of the interview to be most representative of the income the household reasonably anticipates receiving.

All households must provide verification of earned and unearned income received in the thirty (30) days prior to the interview. This income should be budgeted, unless the income is not representative of the income the household expects to receive in the future. The eligibility worker must use prudent judgment in assisting the household in the determination of the representative income. Once the representative income is determined, income received more frequently than monthly may be converted to a monthly figure (using the appropriate conversion factor of 4.3, 2.15 or 2) and this converted income placed in the food assistance budget. Income from each source should be determined and converted separately.

In order to be considered reasonable, and therefore included in the food assistance budget, an estimated date of receipt and estimated amount of income must be known. The computations must be based on the best information available by the household applying known and logical factors. Any income which is uncertain, based on amount or receipt date, should not be included in the budget.

1711 Documentation of Case Records

The case record shall be documented sufficiently to substantiate the actions taken by the eligibility worker to anticipate and budget the income and resources known for the eligibility and allotment determination for each six months of the certification period. A statement shall be included to indicate that the income used is representative of income the household receives. The documentation should include computations used to arrive at the income included as well as any anticipated changes used to make adjustments in the allotment during each six months.

The case record for those households that are only required to report once every 12 months shall be documented sufficiently to substantiate the actions taken by the eligibility worker to anticipate and budget the income and resources known for the eligibility and allotment determination for the 12 month certification period.

The case record must also be documented when changes are reported or received in another manner. Any actions taken or not taken on these changes must be included in the documentation as outlined in [Section 1706](#).